

REQUEST FOR PROPOSAL

Avaya IP Office Communication System



The Town of Griswold & Griswold Board of Education

November 23, 2010

REQUEST FOR PROPOSALS
Avaya IP Office Communication System

The Griswold Public Schools is accepting proposals for a purchase and installation of an Avaya IP Office Communication System for the new built Griswold Elementary School until **1.7.11** at 9am. At this time proposals will be opened in the Superintendents Office located 2 North Main Street, Jewett City. All proposals submitted after that time will be returned to the sender. Proposals should be labeled: Avaya IP Office Communication System

Proposals should be sent to:

Griswold Public Schools
2 North Main Street
Jewett City, CT 06351

Attention: Holly McCalla, Business Manager
Telephone: (860) 376-7600
Fax: (860) 376-2071

Questions related to Specifications should be directed to

Attention: Jill Curioso, Technology Director
Telephone: (860) 376-7660
Email jcurioso@griswold.k12.ct.us

The Town of Griswold reserves the right to reject any and/or all bids or any parts thereof, to waive any informality in any bid, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the School District, will meet the best interests of the School District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Town or School District be responsible for the cost of preparing any bid.

General Instructions:

Proposals are to be:

- * Submitted in duplicate unless otherwise indicated in the specifications.
- * Submitted using the blank proposal forms furnished.
- * Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- * Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.

Proposals received later than the time and date specified will not be considered.

Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.

Bidders or their representatives may be present at the bid opening.

The Town of Griswold may require further information and references on any individual or company placing a bid prior to the awarding of a bid.

The Business Manager reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.

The Business Manager reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Town of Griswold.

A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town of Griswold.

Quote for Griswold Public School District
Avaya IP Office Communication System

Name of Business submitting quote: _____

Address: _____

_____, _____
State zip

Name of contact: _____

Phone number of contact: _____

Please provide the names and phone numbers of three customers to be used as references:

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

SPECIFICATIONS

Schedule A- Item List

System Configuration:

- **8 Central Office Lines**
- **22 Digital Extensions**
- **108 Analog Extensions**
- **10 VoIP Ports/ 8 Trunks**

Voice Mail Configuration:

- **12 Port Voice Mail Pro - Server included**

The quote should include Project Management, Installation, Programming and Knowledge Transfer.

*****All IP Office Proposals include a 5 Year Warranty**

<i>Part Number</i>	<i>Qty.</i>	<i>Product Description</i>
700476005	1	IP500v2 Office Base Unit
700289770	1	IP Office Base Power Lead
SAP Code		IP OFFICE EXPANSION MODULES
700449507	1	IP500 Phone 16 - Analog Extensions
700426224	3	IP500 Phone 30 - Analog Extensions
700289770	4	IP500 Power Lead US
		INTERNAL DAUGHTER CARDS
SAP Code		IP500 Interface Cards
700476013	1	IP500v2 Combo Card - DS 6 / Phone 2 / ATM 4 / VCM 10
700417330	2	IP500 Digital Station 8
700417405	1	IP500 Analog Trunk 4
		Advanced Networking
205650	2	IPO LIC IP500 VCE NTWKG ADD 4 LIC:SCN
		IP OFFICE APPLICATIONS
700479710	1	IP500v2 System SD Card IP Office
700480569	1	IPO DVD R6.0 User Admin Set
SAP Code		Remote Feature Activation Licenses (RFA)
171987	1	IP500 Receptionist
SAP Code		Voice Mail / Messaging
171991	1	IP500 Preferred Edition (VM Pro 4 Ports)
174461	1	IP400 VoiceMail Pro RFA 8
		IP Office Servers
99-20602-00	1	Avaya 1U Server - Windows 2008 Server & 4GB RAM
SAP Code		IP OFFICE Kits & Cables
700429202	5	IP500 Rack Mount Kit
SAP Code		Digital Phones

700382005	18	IPO 5410 DCP TELSET DARK GRY
700381627	2	IPO 5420 DCP TELSET DARK GRY
700381817	2	EU24 Feature key expansion unit
700356447	2	IP Phone and EU24 PWR Brick
700289770	2	IP Phone and EU24 PWR Cord
SAP Code		Analog Phones
108209057	10	2500 Desk Phone w/ Feature Buttons and MWL
108209073	90	2554 Wall Phone w/ Feature Buttons
SAP Code		Racks, Shelving and Wire Management
00480	1	Estimated Switch Room Hardware
SAP Code		Surge Protection
ILX-MCO8110	1	Panamax Towermax 8 Co Lightning Protector With 110 Connector
Part Number		UPS Systems
		PowerWare (Eaton Electrical Inc.) Avaya
700465305	1	9130 1500VA Rack Mounted with SNMP Card
700465461	1	9130 1500 VA Extended Battery Module
SAP Code		Music on Hold Equipment
700378904	1	Magic on Hold - MP3 Player
407556224	1	Magic on Hold - One Custom Production File
SAP Code		Paging Equipment
405891698	1	Universal Paging Access Module

Installation Includes:

- 1 Remote Project Management and On Site
) Technician
- 2 Full Installation Services by an Avaya
) Certified Technician
- 3 System will be programmed for your specific
) needs
- 4
) System will be tested and certified
- 5 Technician will be on site for the first day of
) business

Terms of Agreement:

Full support to be provided by the vendor:

Intent:

The purpose of this bid is to secure a single source for an Avaya IP Office Communication System for the newly built Griswold Elementary School

Basis of Award:

This contract will be awarded to the responsive and responsible bidder offering the highest quality and lowest total cost.

Bid Prices:

All bid prices shall:

- * Be complete and include all necessary equipment and supervision.
- * Be for on-site service. No travel time will be allowed (if applicable)

Service Contractor Requirements:

Bidder must submit at least (3) three current references where similar work was performed by the bidder.

Contractor is responsible for disposing of all obsolete or damaged equipments replaced by them under this contract.

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price: Bid prices will include delivery, F.O.B. destination, without extra compensation.

Taxes: The Town of Griswold & Griswold Board of Education is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award: The Business Manager reserves the right to make an award which, in her judgment and recommendation from the department, following bid evaluations; best meets the specifications and is deemed in the best interest of The Town & District. The Town & District reserves the right to increase or decrease all quantities indicated in this bid.

The Business Manager further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in her judgment, the best interests of The Town of Griswold & Griswold School District will be so served.

Price Discrepancies:

In the event there is a discrepancy between the unit price and extended price the unit price will prevail.

In the event there is a discrepancy between the written price and numeric price the written price will prevail.

Multiple Year Bid Pricing:

For multiple year bids, the bid price for each successive year must be greater than or equal to the preceding year. All front loaded bids will be rejected.

Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Permits (if Applicable):

It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed. All fees imposed by The Town & District, for permits issued by the Town of Griswold will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Town of Griswold, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Anti Trust Claim Assignment Clause:

The contractor or subcontractor offers and agrees to assign to the Town of Griswold, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time The Town of Griswold & Griswold Board of Education awards or accepts such contract, without further acknowledgment by the parties.

Non-Collusive Bid Statement

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
- b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The bidder further certifies that this statement is executed for the purposes of inducing The Town of Griswold & Griswold Board of Education to consider the bid and make an award in accordance therewith.

- c. **Each bidder must provide an Affidavit, on the form provided to certify non-collusion with any other bidder.**

Non Discrimination Clause:

The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a manner as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.

Safety Standards:

All contractors and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site. The Contractor and employees, agents and subcontractors found to be in non-compliance may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The Town reserves the right to inspect the work site at any time for safety compliance. The Town may require the contractor as well as any agents and subcontractors to provide a copy of their OSHA 200 log for the three previous years for review.

Debarment:

The Purchasing office reviews any bid being considered to assure that neither the contractor nor any subcontractor being utilized is subject to state or federal debarment based on published debarment lists. Persons or firms currently debarred under the Federal Davis Bacon Act that are included on the State Debarment List pursuant to Connecticut General Statutes, Section 31-53a, as amended, shall not be awarded a contract. No contract shall be awarded to any firm, corporation, partnership or association in which such persons or firms have an interest until the expiration date listed has passed.

Toxic Substances:

In accordance with Section 31-40M of the General Statutes of Connecticut, any person who supplies any toxic substances as defined in 31-40J shall provide the following information:

- a. The genetic or basic chemical name of the toxic substance.
- b. The level at which exposure to the substance is determined to be hazardous.
- c. If known, the acute and chronic effects of exposure of hazardous levels.
- d. The symptoms of such effects.
- e. The appropriate emergency treatment.
- f. Proper conditions for safe use and exposure to such toxic substance.
- g. Procedures for cleanup of leaks and spills of such toxic substance.
- h. A label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information should be disclosed at the time of the bid opening and chemical data (M.S.D.S) sheets will also be required if the products meet the toxic substance criteria.

Liability Insurance (If Applicable):

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with the Town of Griswold at the time of the execution of this contract. **It is further required that the Town of Griswold & Griswold Public Schools be named as an additional insured.** This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

Minimum Requirements for Certificate of Insurance

A. Commercial General Liability

- General Aggregate: \$ 2,000,000.00
- Product/Completed Operations Aggregate: \$ 1,000,000.00
- Occurrence Aggregate: \$ 1,000,000.00

B. Automobile Liability

- Liability Limit: \$ 1,000,000.00

C. Excess (Umbrella Liability) Liability

- The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

D. Worker's Compensation & Employers Liability

- Per Connecticut Statutes

Stipulations:

A contract issued as the result of a bid shall not be considered exclusive. The Town & Board of Education reserves the right to contract with other vendors for similar services when deemed appropriate.

The Town & Board of Education maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Town & Board of Education may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Town & Board of Education also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Town & Board of Education reserves the right to cancel the contract at any time with no cost to the Town or Board of Education. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Town & Board of Education then the cancellation shall be upon thirty (30) days written notice.

The Town & Board of Education reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.

Payment Terms:

Payment terms will be considered in an award under the following conditions:

A) Preferred Payment Terms:

Any discount effective either for 30 days or based on "10/EOM" (10 days after the end of the month, i.e., 2%/30 days or 2/10 EOM). The minimum payment time is 20 days from receipt of invoice.

B) Secondary Payment Terms:

Any discount effective for 20 days, i.e., 2%/20 days.

If bids are tied, the longer payment period will be considered the lower bid. For example, thirty days terms are better than twenty days terms, providing the same percentages apply (such as 1% or 2%).

C) Short Period Payment Terms:

Payment terms of less than 20 days, even with a discount, are not considered comparable to longer period payment terms due to the special handling of the payment required in such short check-processing period. Such terms will not be considered in an award.

It shall be understood that the cash discount period will be from receipt of invoice and not from the date of the invoice.

Safety Standards:

All contractors and/or their personnel are required to be in compliance with all EPA, NFPA and OSHA safety standards when working on site (under the direction of a contractor's project supervisor.) All on-site activities carried out by contractors and/or their employees must be done in such a manner as to maintain a safe working environment for all Griswold Public School employees, students and visitors. Contractor employees found to be in non-compliance may be removed from the work site by the Supervisor of Buildings & Grounds or his designee. Contractors found to be in non-compliance will be subject to forfeiture of payment and/or contract termination. The district reserves the right to inspect the work site at any time for safety compliance. The district may require review of a contractor's OSHA 200 log for the three previous years.

<u>NON-COLLUSIVE BID STATEMENT</u>
--

THIS FORM MUST BE SIGNED AND RETURNED OR THIS BID MAY BE REJECTED

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made herein, certifies that:

1. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purposes of inducing the Town of Griswold to consider the bid and make an award in accordance therewith.

Name (Print)	
Signature	
Title	
Date	
Phone	